

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP
MEETING MINUTES

OCTOBER 15, 2012

1. Edward Lee, on behalf of Chairman James E. Turner, convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. DHSTPWG Meeting Minutes from August 13, 2012
 - c. Homeland Security Grant Program Monthly Report from September 2012
 - d. Homeland Security Grant Program Monthly Report from October 2012
 - e. Homeland Security Grant Program Purchasing Report from August 2012
 - f. Homeland Security Grant Program Purchasing Report from September 2012
 - g. Training and Exercise Subcommittee Meeting Minutes from September 5, 2012
 - h. Training and Exercise Subcommittee Meeting Minutes from October 3, 2012
 - i. Homeland Security Grant Program FY10 Project Processing Timeframes
 - j. John Deere Important Safety Notice
2. August 13, 2012 minutes were reviewed and approved. (**Motion: Allen Metheny; Second: Mayor Carleton Carey, Passed Unanimously**)
3. **Old Business**
 - a. **Subcommittee Reports**
 - 1) ***Training and Exercise Subcommittee*** – (Robert Newnam, Chairman) – Robert Newnam, Delaware State Fire School, briefed the T&E Subcommittee meeting minutes from September and October have been provided to the group. The following training requests have been approved: Emergency Management Annual Conference (\$2,325.00), National Tactical Officers Association Conference (\$22,152.00), International Association of Emergency Managers Conference (\$3,512.00), NYSIC Intelligence Summit (\$699.00), MSP Search & Rescue Dive Training (\$1,262.00), International School of Tactical Medicine (\$13,834.50), Specialized Tactics for Operational Rescue & Medicine (STORM) Course (\$2,815.22) and Emergency Response to Excavation Emergency Equipment Rental (\$2,000.00). The following exercise request was approved: Greater Dover & Greater Wilmington Cyber Security Tabletop Exercise (\$2,000.00). The next meeting is scheduled for November 7, 2012 at 8:30 a.m. at the Delaware State Fire School.

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP
MEETING MINUTES

OCTOBER 15, 2012

2) ***Funding Subcommittee*** – (Allen Metheny, Chairman) – Allen Metheny, Delaware Volunteer Fireman's Association (DVFA), stated the Funding Subcommittee did not meet in September; the last meeting was held on August 13, 2012. During the month of September, Allen Metheny and Jen Dittman approved minor changes to spend the remaining funding from FY08 & FY09. The next meeting is scheduled for November 26, 2012 at 12:30 p.m. in the DEMA Training Room.

b. **Equipment Procurement Progress (FY2008-FY2011)**

Jen Dittman, DEMA, explained the HSGP Monthly Report from October 2012 contains the status of Disciplines' projects. She advised that FY08 and FY09 closed September 30, 2012. Currently, we are waiting for the dust to settle to get a clear picture of where we stand. Please get subgrant reimbursements submitted as soon as possible. The deadline for FY10 is July 31, 2013.

c. **Equipment Distribution Status**

Jen Dittman expressed thanks to the subcommittee for making sure that equipment is picked up in a timely manner.

4. **New Business:**

- a. **FY10 Orders & Sub-grant Deadlines** – Jen Dittman advised the Working Group of the handout which provides project processing timeframes for FY2010. All Environmental & Historic Preservation (EHP) Review documentation must be received by October 31, 2012. All Subgrant Applications are due by October 31, 2012. All specs for equipment purchases made by DEMA must be submitted by December 31, 2012. All subgrants will be changed to reflect a new end date of March 31, 2012. The remainder of the fiscal year will be used by DEMA to work on reconciliation and preparation for grant close out. Robert Harrison, DEMA, briefed the State of Delaware's financial system shuts down every June and advised that he would like to know what is remaining to reprogram which is why we have built in a cushion. Please get all FY08 & FY09 documentation in as soon as possible.

Submission of equipment specs for procurement by DEMA, sub-grants and reallocation requests have a deadline of December 31, 2012. (**Motion: Robert Newnam; Second: Bruce VonGoerres, Passed Unanimously**)

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP
MEETING MINUTES

OCTOBER 15, 2012

- b. **THIRA & SPR** – Will Hayes briefed the THIRA kick off meeting held in August went well. During the meeting, stakeholders developed five scenarios to use in developing a set of capability targets for each Core Capability: Cyber Attack, Active Shooter Incident, Pandemic, Severe Coastal Storm and a Hazmat Incident. DEMA leadership and staff have developed preliminary capability targets. The stakeholders will meet on October 22, 2012 at 2:00 p.m. in the DEMA training room to review, revise and finalize them. The THIRA & SPR are due to FEMA on December 31, 2012; however, DEMA would like to have it completed by November 30, 2012.
- c. **John Deere Handout** – Jen Dittman advised the subcommittee there is a recall on certain John Deere equipment and for more information look at the provided handout. Also, please pass the message along to anyone it may impact.

5. Open to Floor:

Kurt Reuther, Department of Safety & Homeland Security (DSHS), stated funding is reduced and in the future, the Working Group needs to allocate funding very carefully. Some disciplines can try to obtain State funding for projects; however, the State is currently preparing budgets now, so it is too late for FY13.

Allen Metheny stated he has been advising the Fire Service to do what they can, but it won't be much. The County government needs to take responsibility.

Joe Wessels, Delaware League of Local Governments (DLLG), suggested making a list of budget needs and submit it to the Joint Finance Committee. Joe also suggested that a handout be provided outlining the State and County budget process(s) for those who are not familiar with how things work.

Robert Harrison explained that funding issues need to be included with the FY2013 application and explain how the group, as a whole, is taking a hit due to the reduced grant funding.

Dave Carpenter, New Castle County Office of Emergency Management (NCC OEM), advised the Federal government provided funding in the past to develop additional capabilities, but now that funding is reduced, the County, State and Local agencies have to maintain and sustain those capabilities but cannot. Dave expressed thanks to the DEMA Terrorism Preparedness, Logistics and Fiscal Sections for all the hard work that has been done over the past couple of months to close out FY07, FY08 and FY09.

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP
MEETING MINUTES

OCTOBER 15, 2012

6. The meeting adjourned at 3:00 p.m.

Next Meeting - the next meeting is scheduled for November 26, 2012 at 1:30 p.m. - DEMA Training Room.



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP
MEETING MINUTES

OCTOBER 15, 2012

MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Edward Lee	Chairman (Proxy)
Monroe Hudson	Delaware State Police, LE Co-Lead
Colonel Dallas Wingate	Delaware National Guard, DNG Lead
Mayor Carleton Carey	Delaware League of Local Governments, GA Lead
Robert Newnam	Delaware Fire School, T&E Lead
Absent	Police Chiefs Council
Dave Carpenter, Jr.	NCC Emergency Management
Absent	KC Emergency Management
Absent	Wilmington Emergency Management, EMA Lead
Absent	SC Emergency Management, SEMA Lead
Sharon Duca	City of Dover, PW Lead
Suzanne Raab-Long	DE Healthcare Association, HC Lead
Tim Sexton	DHSS, Division of Public Health, PH Lead
Ellen Malenfant	DNREC, HZ Lead
Absent	Public Safety Communications, PSC Lead
Dave Mick	Emergency Medical Services, EMS Lead
Sandra Alexander	Department of Technology & Information, CS Lead
Absent	Department of Agriculture, AG Lead
Bob George	Citizen Corps, CCP Lead
Allen Metheny	Delaware Volunteer Firefighter's Association, FS Lead
Absent	Department of Motor Vehicles, DMV Lead
James Hosfelt	Dover Police Department, LE Local Lead
Bruce VonGoerres	Delaware State Police, LE Training & Exercise Lead
Working Group Members & Guests	
Kurt Reuther	Department of Safety & Homeland Security
Bobby Schoonover	SC Emergency Medical Services
Joe Wessels	Delaware League of Local Governments
Mike Chionchio	Office of the State Fire Marshal
Tim Cooper	DHSS, Division of Public Health
Delaware Emergency Management Agency Staff	
Robert Pflaumer	Training Administrator
Robert Harrison	Fiscal Administrator
Jennifer Dittman	Terrorism Preparedness Supervisor
Will Hayes	Planner
Beth Moran	Planner
Jim Cabbage	NIMS/IMT Coordinator
Ron Price	Purchaser